Instructions

Dual Credit
To identify a class as dual credit it must meet the definition and standards in Board policy III.Y. Advanced Opportunities for Dual Credit.
Tech Prep should **NOT** be included in the dual credit report. To determine whether a class is a Tech Prep class it must meet the definition and standards in Board Policy III.Y. Advanced Opportunities for Tech Prep (The second reading for this policy will take place at the August Board meeting. To see the current draft, please go to the August Board meeting materials on our Website.)

1. Semester Headcount & Credit Hours
Include the unduplicated end of term Headcount for each semester indicated. Totals should be end of semester unduplicated headcount totals by delivery method.
Include the end of semester total credit hours as indicated. If a student is taking a class that begins in the fall semester and continues into the spring semester, those credit hours should NOT be counted twice (include the credits in the semester that the student would have paid for the credits).
Distance delivery includes any classes not taught in a face-face setting. For distance delivery courses, DO NOT include duplicated numbers (i.e., if a student is enrolled for a class on campus and that class is a distance delivery class, do not include them in the numbers for students enrolled in classes on campus). If a student is taking a class through IDLA in partnering with the postsecondary institution, do not include them in the first two columns, they should be included in the distance delivery column.

2. End of Year Headcount & Credit Hours
Include the annual, end of year, unduplicated Headcount. Totals should be end of year unduplicated headcount based on delivery method totals.
Include the annual, end of year, total unduplicated Headcount. This total should be an end of year unduplicated headcount total (this combines all delivery methods).
Include the end of year total credit hours as indicated. If a student is taking a class that begins in the fall semester and continues into the spring semester, those credit hours should NOT be counted twice.
Distance delivery includes any classes not taught in a face-face setting. Dual Credit classes taught via distance delivery: For these courses, DO NOT include duplicated numbers (i.e., if a student is enrolled for a class on campus and that class is a distance delivery class, do not include them in the numbers for students enrolled in classes on campus). If a student is taking a class through IDLA in partnering with the postsecondary institution, do not include them in the first two columns, they should be included in the distance delivery column.

3. Partnering School, Class Title & Semester
This report is semester specific
Indicate the name of the high school that has partnered with the institution.
List the official class title used by the institution for ALL Dual Credit courses in which a student was enrolled for the stated semester (i.e., if a student enrolled in CHEM 101 for Fall 2008, then list that course and the semester).
Indicate whether the course was offered in the fall or spring (or both).